

CAREER LINK  
Corporate Board  
of LWIA #15

Serving the counties of: Fulton, Marshall, Mason, McLean, Peoria, Stark, Tazewell and Woodford

MINUTES

DATE: Wed., Sept. 25, 2024

8:30 am

Telephone Conference Call-In: 309/585-6250 Pin 5856

**Roll CALL - Chairman, Bruce Marston**

Chairman, Bruce Marston opened the meeting at 8:30 AM with a roll call.

**Corporate Board Members Present:** Bruce Marston and Eric Snow

**Corporate Board Members Absent:** Luke Gruden

**Career Link Staff Present:** Executive Director, Steve Martin, Assistant Director, Dena Weth and Fiscal Director, LeeAnn Norris

**\*ACTION ITEM: Approval of Tues., 04/02/2024 Corporate Board Minutes**

**A motion was made by Eric Snow and seconded by Bruce Marston to approve the (T) 04/02/2024 Corporate Board Meeting. Motion carried.**

**\*ACTION ITEM: Approval of SALARY SCHEDULE FOR UWDB EMPLOYEES-** Executive Director, Steve Martin / Assistant Director, Dena Weth / Fiscal Director, LeeAnn Norris

Steve Martin provided a revised updated Salary Schedule document to the Board. He stated that several key staff members of have resigned do to other job opportunities (ICC & IDES). The Career Link team feels that in order to incentivize current staff from leaving, additional salary compensation is necessary for some staff positions. Therefore, there will be an increase of more than the 5% raise to some individuals in addition to .05% C.O.L.A. raise to some of the other staff. This would not be a merit raise. Other staff key position raises, need to accommodate the raises the Salary Ranges will increase as follows: Career Planners \$52,500 / Agency Planner \$82K / System Manager \$63K / Program Manager \$68K / Senior Case Planner/Office Manager \$53K and Assistant Director \$98,500. Those staff that who are at the top of their salary cap, will not have any extended salary increase. They will just receive the .50cent C.O.L.A. (each time the minimum wage increases): Executive Director and a few other staff. These changes would be retroactive as of Sat. Sept. 21, 2024. There was some discussion regarding the necessity of increasing salaries in the future to try to retain staff. LeeAnn expressed that this can be difficult with the requirement of 50% of all funds received must be spent towards training expenses for customers, etc.

**A motion was made by Eric Snow and seconded by Bruce Marston to approve the Salary Schedule 09-10-2024 for UWDB Employees as presented. Motion carried.**

**Other Comments**

There were no other comments.

**Public Comments**

There were no public comments

**\*ACTION ITEM: Adjournment**

**A motion was made by Eric Snow and seconded by Bruce Marston to adjourn. Motion carried. Adjournment @ 8:39 am**

Respectfully submitted,

Recording Secretary,  
Theresa Kotte, Executive Assistant  
LWIA #15 09-25-2024 trk